

**STATE OF MONTANA JOB VACANCY**  
**AN EQUAL OPPORTUNITY EMPLOYER**  
DEPARTMENT OF REVENUE  
"External Recruitment"

<b>Position Title:</b>	Industrial Appraiser (up to 2 positions available)
<b>Position Number:</b>	58108988
<b>Division:</b>	Business & Income Taxes
<b>Grade/Salary:</b>	13-15/\$13.43 - \$16.08/hr DOQ
<b>Type of Employment:</b>	Permanent/Full-time
<b>Location:</b>	Helena
<b>Union:</b>	Yes
<b>Supplement:</b>	Yes
<b>Hiring Supervisor:</b>	Kory Hofland
<b>Closing Date:</b>	December 28, 2006

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys the diversity of working in both an office environment and traveling throughout Montana. To perform successfully as an Industrial Appraiser you must be self-motivated with the ability to work independently and as part of a team. You must possess a strong work ethic and a positive attitude, and enjoy working with, and for, the public.

**Role Summary and Duties:** The successful incumbent will be responsible for conducting complex financial evaluations and market value determinations of industrial gas, oil, timber product, agricultural product, construction material, utility, public service, and mining type assets for property tax purposes. This type of property is generally known as industrial property. The incumbent will be required to analyze and determine the final market value of these companies using appropriate approaches to value. This requires a full understanding of appraisal principles and procedures for each approach and how each approach is impacted by environmental, economic and specific industry issues. The incumbent will be responsible for the dissemination of market value information to state and local governments. Oral, written and face-to-face personal contact with taxpayers, CPA's, attorneys and the general public are required. Field reviews and discovery require travel throughout the state and nation and may be conducted by one appraiser or a team of appraisers.

**Special Information:** Pay will **start** at a grade 13 and, depending on successful candidate's experience and qualifications, reach a **starting** salary maximum of grade 15. A current Montana driver's license is required. This position is required to travel approximately 10% to 15% of the time to locations throughout Montana and the United States. The workload for this position is very heavy from April through June with potential to work extra hours and mandates that time out of the office will be very limited.

**Competencies:** Considerable knowledge of financial statements, economics and finance is required. This includes a thorough understanding of the basic theories and practices of accounting, economics and finance. Including an understanding various accounting systems; knowledge of computer spreadsheet programs, word processing, departmental integrated information system and on-line technical library; considerable knowledge of the Montana statute, related regulations and court cases; and considerable knowledge of Federal law and taxation. Applicant must be willing to travel and should have an interest in a career doing

progressively responsible tax administrative work.

**Education and Experience:** The above competencies are acquired through a bachelor's degree in accounting, economics, finance, engineering or business administration. An equivalent combination of education and experience may be considered for the above requirements.

**Application Deadline:** All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources  
Department of Revenue  
PO Box 1712  
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at [www.mt.gov/revenue](http://www.mt.gov/revenue). Phone: (406) 444-9858 Fax: (406) 444-6998.

**Accommodations:** The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

**Application materials required for this position are:**

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at [www.mt.gov/revenue](http://www.mt.gov/revenue).
2. Supplement questions.
3. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

**Additional Application and Selection Process. Background Check:** Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

**Other eligibility requirements** are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

**Union:** These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

**New Employee Probation Status:** For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

**Immigration Reform Control Act.** In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

**Montana Compliance with Military Selective Service Act.** In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

DEPARTMENT OF REVENUE  
SUPPLEMENT QUESTION

Position Number: 58108988

Position Title: Industrial Appraiser

Application Deadline: December 28, 2006

**INSTRUCTIONS:** Please complete the following supplement questions. Please put your name and the position number for which you are applying on the top of each page. Your responses must be printed clearly or typed on standard paper. Your responses may be used to evaluate your written communication skills. Your supplement answers may be reviewed separately from other selection material required (application and/or resume).

1. Please describe your education and work experience as it relates to the valuation of industrial properties. Give specifics on training, education and past work experience. Take this opportunity to detail all stages of your valuation work and tax experience as it applies to the job duties of an Industrial Appraiser. Keep in mind that your application may still be considered if you do not have specific valuation experience **IF** your answer successfully explains how your particular education and experience has prepared you for this job.

**DEPARTMENT OF REVENUE**

**Reference Check Authorization Form**

Applicant's Name: \_\_\_\_\_  
(please type or print)

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Revenue, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Revenue to contact any or all of my present or past employers and/or personal references.

I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Revenue.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_